



State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 16-026

TO: Charter School Administrators, Directors, and Principals

FROM: Lyle Friesen, Director of School Finance

DATE: December 1, 2015

SUBJECT: 12/1/15 Basic Calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The December 1, 2015 charter apportionment is complete. The CHAR55-1 and the CHAR64-1 equalization assistance reports for charters are posted on each charter school's home page of the Arizona Department of Education (ADE) School Finance website at <http://www.ade.az.gov/districts>. If assistance is required for finding or viewing these reports, please contact the ADE IT Technology Support team at (602) 542-7378 or toll free at (866) 577-9636.

All eligible charters were paid based on their 40th day data if the 40th day was reached November 2, 2015 by 5:00 p.m. All other Charters were paid off estimated counts. The Charter School Student Enrollment Summary report is available for download and review from the School Finance website. If the charter has any concerns or questions regarding the Enrollment Summary report, please contact the assigned account analyst for the charter. A list of account analysts is located at:

<https://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>

Important Notes:

- The December 1, 2015 apportion of state aid includes the preliminary Charter Additional Assistance lump sum [reduction adjustments](#) for FY 2016. The final will be calculated after the 100th day for all Charters.
- **K-3 Funding:** The funding has been released to eligible district/charter starting in the August 1st payment through equalization payment report (APOR55-1). To be eligible: must be either letter A or B district/charter **and** the 3rd grade far below reading level is less than 10%. Charters to be considered at the State Board of Education meeting scheduled for 12/21/2015 have been included in the December 1, 2015 apportionment.
- Charter audit expense adjustments were included in the December 1, 2015 charter apportionment based on the budgeted values as of November 17, 2015. The chart below outlines the locations in which a value must be present in order to receive the adjustment. If you have any questions related to budget submissions, please contact the budget team by email at SFBudgetTeam@azed.gov.



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Group	Budget Type Description	Page	Cell Reference
Audit Expense	FY2016 Charter Expenditure Budget	2	N36
Audit Expense	FY2016 Charter Budget Worksheets	Worksheet C	F15
Audit Expense	FY2014 Charter Annual Financial Report	7	G16

For any questions regarding December 1, 2015 charter equalization calculation please call or email Patrick Kenney at Patrick.Kenney@azed.gov (602) 542-8253 or SFPaymentTeam@azed.gov. Please contact your Account Analyst if you have any questions about your estimated counts or other required student information. You can locate the contact information of the Account Analyst for the charter at: <https://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>.